



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

FINANCE

December 21, 2004

In reply refer to: KFRO-2

Bonneville Power Administration **Instructions for Sending Paper Payments**

Paper payments include personal or corporate checks, money orders, certified checks, cashier's checks, and cash (although sending cash is not recommended). All paper payments should be sent to the following Post Office Box in Los Angeles where the funds will be processed each weekday by Citibank, deposited directly with the Federal Reserve Bank and credited to BPA's account with the United States Treasury.

BONNEVILLE POWER ADMINISTRATION
P.O. BOX 894196
LOS ANGELES, CA 90189-4196

Be sure to include the reason for the remittance including the BPA invoice number, contract number or other identifying account information on the check to ensure proper credit:

If a signature verifying receipt or if overnight delivery is required, use the following physical address and instructions. Note that use of this address is the exception rather than the rule—this should be used only if there have been problems with the regular U.S. mail system or if time and due date is an issue.

Bonneville Power Administration
Attn: 4196
5860 Uplander Way
Culver City, CA 90230

Phone Number: 310-665-1329 (required for FedEx deliveries)

Please write File #4196 on the airbill and on all contents of the package.

Please Note: Payments are not considered received until they reach one of the two above lockbox addresses. Payments sent to any other BPA address will delay receipt and may accrue late payment interest charges if the payment is received at the lockbox later than the due date.

Do not send payments to BPA's former remittance address at P.O. Box 6040; Portland, Oregon. That address no longer belongs to BPA and your payment will be returned to you.

If you wish to make payments electronically (wire, ACH credits, direct debit, etc.), please contact Pilar Rowe, Accounts Receivable Manager, at (503) 230-3523 for instructions.